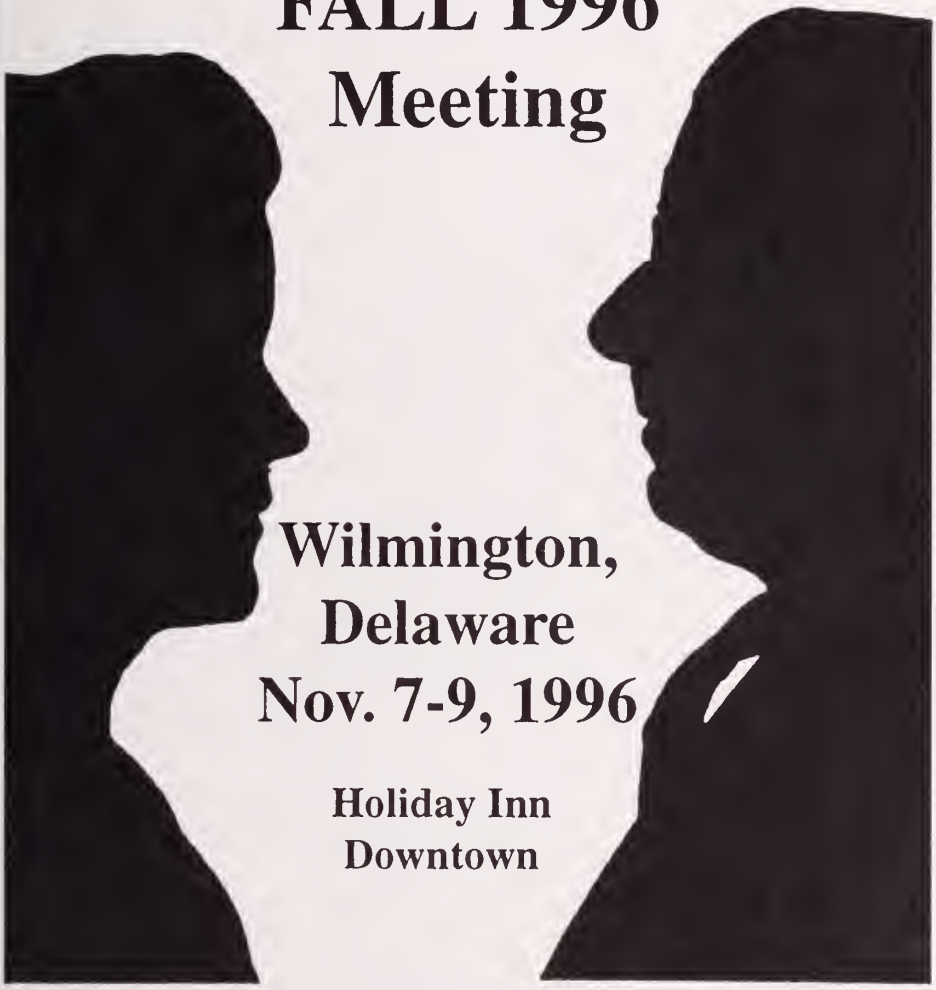
ARCHIVISTS FACE TO FACE

MARAC FALL 1996 Meeting



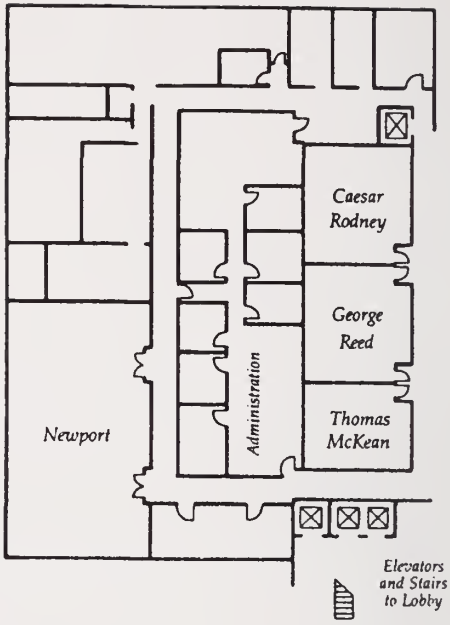
Wilmington, Delaware Nov. 7-9, 1996

Holiday Inn Downtown

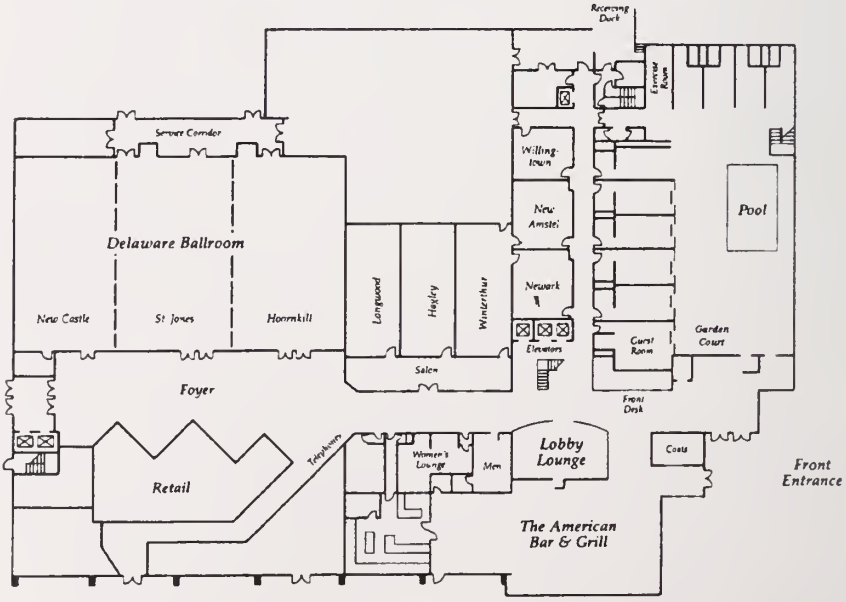
FINAL PROGRAM

Mrs. Leon deValinger

Leon deValinger, Jr.
Delaware State Archivist
1941-1972



Holiday Inn Downtown Wilmington, Delaware



ARCHIVISTS FACE TO FACE

MARAC FALL 1996 Meeting

Wilmington, Delaware Nov. 7-9, 1996

Holiday Inn Downtown

Program Committee:

Diane Windham Shaw, Lafayette College, co-chair
Leslie Simon, CIGNA Archives, co-chair
Ron Becker, Rutgers University
Jeff Flannery, Library of Congress
Evelyn Frangakis, University of Maryland, College Park
Marilyn H. Pettit, University of Maryland, College Park
Mary Ronan, NARA
George Tselos, Edison National Monument
Anke Voss-Hubbard, Rockefeller Archives

Local Arrangements Committee:

Constance J. Cooper, Historical Society of Delaware, co-chair
Ellen Rendle, Historical Society of Delaware, co-chair
Heather Clewell, Winterthur Museum
Lee Ann Dean, Delaware Art Museum
Barbara Hall, Hagley Museum and Library
Richard McKinstry, Winterthur Museum
Marjorie McNinch, Hagley Museum and Library
Rebecca Johnson Melvin, University of Delaware
Timothy D. Murray, University of Delaware
Pamela Powell, Chester County Historical Society
Julian Preisler, Jewish Historical Society of Delaware
Jeff Rollison, Chester County Archives
Jon Williams, Hagley Museum and Library
Richmond D. Williams, consultant

Hello from Wilmington, Delaware !

Welcome! The archival community of the DelawareValley is geared up to host the fall meeting of MARAC.

The program emphasizes the opportunities to interact with your professional colleagues. Thursday, start full tilt with a full slate of workshops, or ease in with the Delaware Art Museum and Brewery tours. Spend Friday "face-to-face" with colleagues, discussing issues of common concern - first in Caucus breakfasts, hosted by State Archivists, then in Special Focus Sessions. Delight in the luncheon show "The Gibson Girl Friday Meets the Victorian Woman," as Barbara Meyer Darlin tells of changing women's roles at the turn of the century by becoming a human paper doll! Mingle at the reception at the Delaware History Museum, while viewing a new exhibit on Delaware during the Civil War. After dinner relax with colleagues at the first MARAC Film Festival. After breakfast and the Business Meeting on Saturday, select from among eight traditional-format sessions.

We're glad you're here! Have a great time!

Connie Cooper and Ellen Rendle, Local Arrangements Co-chairs
Diane Windham Shaw and Leslie Simon, Program Committee Co-chairs

ACKNOWLEDGEMENTS

Special thanks to:

National Micrographics Systems, Inc., for sponsoring in part the meeting packet and for providing the equipment for the "Digital Imaging for Archives" workshop.

Archival Systems, Inc., for sponsoring in part Friday's luncheon.

CIGNA Corporation.

EXHIBITORS

Archival Systems, Inc.
593 Acorn Street
Deer Park, NY 11729
Phone: 516-586-1252
Fax: 516-586-1273

Archivart Products
7 Caesar Place
Moonachie, NJ 07074
Phone: 800-804-8428, ext. 237
Fax: 210-935-5964

Conservation Resources International, LLC
8000-H Forbes Place
Springfield, VA 22151
Phone: 800-634-6932
Fax: 703-321-0629

Document Reprocessors
1184 MacPherson Drive
West Chester, PA 19380
Phone: 610-344-4999
Fax: 610-344-4998

G.M. Wylie Company
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Washington, PA 15301
Phone: 800-747-1249
Fax: 412-225-0741

IMR, Limited
P.O. Box 248
Hazelton, PA 18201
Phone: 717-459-2213
Fax: 717-459-5443

National Micrographics Systems, Inc.
11941 Bournefield Way
Silver Spring, MD 20904
Phone: 800-462-9000
Fax: 301-622-2129

Pierce Leahy Archives
2500 Henderson Drive
Sharon Hill, PA 19079
Phone: 610-237-5142
Fax: 610-237-5154

Preservation Consultation
71 Cassilis Avenue
Bronxville, NY 10708
Phone: 914-793-7842
Fax: 914-793-7842

True-Pac, Limited
410 Century Boulevard
Wilmington, DE 19808
Phone: 302-999-8465
Fax: 302-999-0351

MEETING AT A GLANCE

Thursday, November 7

8:00 a.m. - 7:00 p.m.	Registration
8:30 - 5:30	Workshops
1:30 - 5:00	Delaware Art Museum Tour
2:00 - 5:00	Meetings CoordinatingCommittee
3:00 - 5:00	Outreach Committee
3:00 - 4:00	Publications Committee Roundtable Meeting*
4:00 - 5:00	Publications Committee
5:30 - 9:00	Steering Committee
5:30 - 9:15	Brewery Tour
9:00 -	Hospitality suite

Friday, November 8

7:30 a.m. - 6:00 p.m.	Registration
8:00 - 9:15	Caucus breakfast with state archivists
8:30 - 5:00	Exhibitors
9:30 - 12:00	Concurrent Special Focus sessions, with break
12:15 - 1:45	Luncheon
12:30 - 5:45	Conference at Hagley
2:00 - 4:30	Concurrent special Focus sessions, with break
4:30 - 5:30	New member meeting
4:30 - 5:30	Spring 97 and Fall 97 Program and Local Arrangements Committees
4:30 - 5:30	Finding Aids Committee
5:30 - 7:00	Reception at Delaware History Museum
8:30 - 10:00	MARAC Film Festival
9:00 -	Hospitality suite

Saturday, November 9

7:30 a.m. - 11:30	Registration
8:00 - 9:30	Breakfast and business meeting
9:45 - 11:15	Concurrent sessions
11:15 - 11:30	Break
11:30 - 1:00	Concurrent sessions

*Publications Committee Roundtable is open to all. Archival educators and authors will discuss the need for and possible contents of an introductory archival textbook.

Tours

Tour 1: **Delaware Art Museum, with special exhibit, "Shaker: The Art of Craftsmanship"**
Thursday, November 7, 1:30-4:00
Cost: $6.00
Meet at MARAC registration desk at 1:20.

Tour 2: **Wilmington's Microbrewery Tour**
Thursday, November 7, 5:30-9:00
Cost: $15.00
Meet at MARAC registration desk at 5:20.

Tour 3: **Seminar at Hagley Museum and Library: Conceptualizing Gender in American Business History**
Friday, November 8, 12:30 - 5:45
Cost: Optional box lunch $12.00
Transportation and admission: free
Meet at Garden Court at 12:20.

Tour 4: **Brandywine Valley - CANCELLED**

Thursday, November 7

Registration **8:00 a.m. - 7:00 p.m.**

Workshops

W1 Preservation Today: The Basics

Caesar Rodney, 8:30 - 4:30

This slide lecture and hands-on workshop introduces the archivist, librarian, or collector to collections care from a conservator's point of view. Lecture topics include a review of paper-based materials, typical preservation problems and solutions, and general principles of preservation. The focus is on practical and cost-effective problem solving. Participants will make quality, custom housings for storage and exhibition, possibly including a Mylar-overlay folder, a Mylar encapsulation, a book shoe, and a book cradle. Participants keep sample enclosures, tool kits (extra charge in addition to workshop fee), and a variety of handouts.

Enrollment limited to 15.

Workshop leader: Susan Duhl, Art Conservator/Preservation Consultant

W2 Preservation Today: Artifacts George Read, 8:30 - 12:30

Participants will learn appropriate methods of caring for three-dimensional objects. The workshop will stress optimal preservation with the minimum of intervention and will cover proper storage and environmental conditions, handling, and superficial cleaning of artifacts. Type of material will be the focus of the workshop, not particular objects: i.e., information about ceramics will be applicable to both antique Limoges tea sets and modern mug collections.

Enrollment limited to 20.

Workshop leader: Claudia DeSchu, Objects Conservator

W3 Preservation Today: Maps, Art , Posters, and Oversized Materials George Read, 1:30 - 5:30

Participants will learn basic techniques of caring for oversized paper-based materials. The presentation includes a review of the characteristics of oversized paper items and common preservation and handling problems associated with them. The workshop will examine storage planning and furniture. Simple housings that can be made in-house will be demonstrated and discussed.

Enrollment limited to 20.

Workshop leader: Glen Ruzicka, Conservation Center for Art and Historic Artifacts

W4 Preservation Today: Photographic Prints

Thomas McKean , 1:30 - 4:00

Participants will learn to identify the processes and formats of common 19th- and 20th-century photographic prints; to recognize types of deterioration; to select appropriate housings and storage; to understand the environmental and exhibition requirements for photographs; and to establish preservation priorities, with an emphasis on photographic prints. The workshop will combine slides, lecture, and an examination of photographic materials.

Enrollment limited to 25.

Workshop leader: Debbie Hess Norris, University of Delaware, Winterthur Museum

W5 Digital Imaging for Archives Newark, 8:30 - 4:30

This workshop will introduce archivists to the creation of digital images for a variety of archival applications. Strategies will be offered for getting started, selecting documents for digitization, defining requirements for "full informational capture," presenting digital images to satisfy a range of user needs, and ensuring the utility of images over time. The workshop will emphasize a managerial approach to digital imaging: trade-offs in image quality, production "throughput," and costs associated with various conversion and access models will be discussed. Participants are encouraged to bring sample documents (even photocopies of originals) as examples for discussion. Handouts will provide additional resources.

Enrollment limited to 20.

Workshop leader: Steve Chapman, Cornell University

W6 Leadership Skills for Archivists 8:30 - 4:30
CANCELLED

W7 Live from Your Small Repository:
An Introduction to Outreach Programs

Thomas McKean, 8:30 - 12:30

Participants will become familiar with techniques for reaching audiences beyond their institutional walls and for cooperating with other units within their own institutions in order to better develop outside support. The idea of marketing the archives will be developed, with discussion of tours, public programs, video programming, and electronic publishing possibilities.

Enrollment limited to 20.

Workshop leaders: Russell L. Gasero, Reformed Church in America
Marisa Keller, The Corcoran Gallery of Art

Meetings Coordinating Committee **Hagley, 2:00 - 5:00**
Outreach Committee **Willingtown, 3:00 - 5:00**
Publications Roundtable **New Amstel, 3:00 - 4:00**
All members are welcome!
Publications Committee **New Amstel, 4:00 - 5:00**
Steering Committee **Winterthur, 5:30 - 9:30**
Hospitality Suite **Room 914, 9:00**

Friday, November 8

Registration **7:30 - 6:00**
Caucus breakfast with state archivists **8:00 - 9:15**

Delaware	**Longwood**
District of Columbia	**Read**
Maryland	**McKean**
New Jersey	**Winterthur**
New York	**Newark**
Pennsylvania	**Rodney**
Virginia	**Newport**
West Virginia	**Hagley**

Delaware, New Jersey, New York, and Pennsylvania caucuses will use the buffet in the Boardroom Salon. D.C., Maryland, Pennsylvania, and Virginia will use the buffet in the back of the Newport Room.

Exhibitors - registration area/ballroom lobby **8:30 - 5:00**
Concurrent Special Focus sessions: **9:30 - 12:00**
Each group will take a break at some time between 10:15 and 11:00.

SF1 **Business Archives** **Longwood**
Proposed topics: ethics, managing management, collection development.
Discussion leaders: Pamela Cassidy, Hershey Community Archives
Linda Edgerly, Winthrop Group Incorporated

SF2 College and University Archives **Newport**

Proposed topics: keeping up with technology; evaluating records management programs; confronting electronic records; use of collections by undergraduates; documenting student organizations; relationship of the archives to the library's programs and services; time management.

Discussion leaders: **Tom Frusciano, Rutgers University**
Linda Angle Miller, Roanoke College

SF3 Cultural Institutions **Newark**

Proposed topics: appraising institutional records; developing documentation strategies; documenting events such as performances; new archives in old institutions (reconstructing an archives); dealing with the "Big Project" (anniversaries, books, major exhibitions); access shortcuts; and access, restrictions, and copyright issues for performance and exhibition materials.

Discussion leaders: **JoAnne Barry, Philadelphia Orchestra Archives**
Kathleen M. Robinson, Smithsonian Institution Archives
Deborah Wythe, Brooklyn Museum

SF4 Historical Societies **Caesar Rodney**

Proposed topics: defining collecting goals and policies (when not to accept something); automation and its impact on collection access; cataloging printed materials and manuscripts; collections care (overcrowding, off-site storage, security); using volunteers; user fees; and the relationship of the library/archives to the museum.

Discussion leaders: **Linda Stanley, Historical Society of Pennsylvania**
Carla Z. Tobias, Monmouth County Historical Assoc.

SF5 Local Government Archives **Thomas McKean**

Proposed topics: new ways to address challenges facing local government records programs such as program development, coalition building, outreach, training, funding, record keeping technologies, and legislative initiatives.

Discussion leaders: **Frederick H. Armstrong, West Virginia Division of Culture and History**
Gary D. Saretzky, Monmouth County Archives
David M. Weinberg, Department of Records, City of Philadelphia

SF6 Manuscript Repositories **George Read**

Proposed topics: electronic reference; the fate of the AMC format; strategies for mainstreaming our departments within the parent institution; coordinating collection development strategies regionally; security; and selection for digitization.

Discussion leaders: **Beth Alvaraz, University of Maryland**
Cynthia Requardt, Johns Hopkins University

SF7 Religious Archives **Winterthur**

Proposed topics: disaster planning and preservation of vital records in small archives, congregations, and/or churches; records management and its relationship to the archives, when the archivist may be the only records/information specialist on the staff; document imaging, digital video, and electronic archives as we enter the new millennium; outreach in a digital/video age.

Discussion leaders: **Joseph Coen, Diocese of Brooklyn**
Karen Franklin, Leo Baeck Institute
Russell L. Gasero, Reformed Church in America

Luncheon — Hoornkill Ballroom, 12:15 - 1:45

Welcoming remarks by Howard Lowell, Delaware State Archivist.

Barbara Meyer Darlin, "The Gibson Girl Friday Meets the Victorian Woman."

Concurrent Special Focus sessions:

Archival Responsibilities — 2:00 - 4:30

Each group will take a break at some time between 2:45 and 3:30

SF8 Description and Access **Newport**

There are more options for archival description and access than ever before and archives are at very different stages in terms of realizing them. Are we all traveling in the same direction? Should we be? What are the expectations for small and large repositories? What is the future of traditional MARAC cataloging for archives and manuscripts? What will format integration mean for the archives community? How do our in-house systems for archival access relate to our on-line catalogs, our bibliographic utilities, our World Wide Web sites? What else should we be putting on the Internet? What is the future of Encoded Archival

Description (EAD) as the means for exchanging finding aids electronically? Where are we going with the development of full text and image data bases from our collections?

Discussion leaders: David Carmicheal, Westchester County Archives
Kathleen Roe, New York State Archives and Records Administration

SF9 Documentation **Newark**

In both collecting repositories and institutional archives, issues of what we select to keep are critical and becoming more complex. Do our collecting goals go beyond generic subjects? Are we striking out in new areas or primarily building on existing strengths? Are we acquiring materials to address the frontiers of research or the corporate memory needs of institutional staff? How do we establish criteria for what to document and how? Do we shy away from formats such as architectural records and audio-visual materials because they're difficult to administer? Do we avoid electronic records because we don't understand how to appraise them, let alone maintain, preserve, and service them? How well are we performing what should be our most critical responsibility?

Discussion leaders: Gregory S. Hunter, Long Island University
Leon J. Stout, Pennsylvania State University

SF10 Management **Thomas McKean**

Like it or not, administrative tasks take up a great deal of time for many archivists. What can we do to ensure maximum return for the time expended? How can we ensure that we hire the right people? How can we provide the optimum training and development experiences for our staff? What kind of statistics do we keep and how do we use them? How can we maximize our influence with our supervisors? How can we raise the profile of our departments within our institutions? How do we cope with downsizing and shrinking resources?

Discussion leaders: Ben Primer, Princeton University
Kevin Swanson, Maryland State Archives

SF11 Outreach **Caesar Rodney**

How do we define "outreach" and what outreach activities are we currently undertaking? What is archival advocacy and what role could it play for our institution? Is outreach yet another drain on our resources or is it an opportunity to enhance our client and resource base? Who are our publics--internal and external? Who should/could we be serving beyond those people who come to our repository? How would reaching a broader

audience enhance our institution? What image do we want for our institution? What image does our institution currently enjoy? How will the World Wide Web and other electronic access media affect our audience, outreach plan, and overall service? Participants should come prepared to discuss one specific area/instance in which they would like to develop an outreach plan.

Discussion leader: Helen Tibbo, University of North Carolina at Chapel Hill

SF12 Preservation **Winterthur**

Preservation decisions need to be carefully considered, but we don't always have the information we need to make an informed choice. Often, too, there is conflicting information. What about the controversy over the appropriate temperature and humidity levels for archives and museums? What about the relationship between digitization and preservation? Is digital imaging really a viable means to replace originals? What is the status of mass deacidification for archival materials? Are archivists staying abreast of developments in the preservation field or have we fallen behind? Do we need a refresher course on archival supplies? What should the current preservation research agenda be? Where can we get the information we need?

Discussion leaders: Evelyn Frangakis, University of Maryland
Virgilia Rawnsley, Conservation Center for Art and Historic Artifacts

SF13 The Profession **Longwood**

How is our profession faring at the end of the century? How well are our archival education programs doing in preparing the next generation of archivists? What is the current status of the proposed Master of Archival Science and the accreditation of archival programs and institutions? Are archivists keeping up with technology? Are the workshops offered by our archival associations adequate to meet our continuing education needs? Is certification working? How well are we being served by our professional organizations and publications? How well are archivists doing in society? Has the perception of archives and archivists changed for better or worse? How well do we communicate our issues to our various constituencies--the public, the government, funding bodies?

Discussion leaders: Margaret Jerrido, Urban Archives, Temple University
Marilyn H. Pettit, University of Maryland
Nancy Sahli, Independent Scholar

SF14 Reference and Security **George Read**

What impact have electronic mail and FAX machines had on archival reference programs? How are we using electronic data bases to assist researchers, including fee-based data bases? How can we share staff and resources within the institution to make sure our reference coverage needs are met? What about reference coverage in the small repository with a lone arranger? How well are we serving researchers with disabilities? How far should we go in answering reference queries (when enough is enough)? How should we reassess security in the wake of a new rash of thefts affecting repositories in our region? What about registration and reader identification systems? What are our low-budget options for increasing security? How effective are technology-based security enhancements (motion detectors, cameras)?

Discussion leaders: **Mary B. Bowling, New York Public Library**
Mary Wolfskill, Library of Congress

New member meeting **Newark, 4:45 - 5:30**

Finding Aids Committee **Hagley, 4:30 - 5:30**

Spring 97 Program and Local Arrangements Committees **Longwood, 4:30 - 5:30**

Fall 97 Program and Local Arrangements Committees **Winterthur, 4:30 - 5:30**

Reception at Delaware History Museum **5:30 - 7:00**

Walking directions: As you leave the hotel, cross King Street and walk 1 block on 8th Street. Turn left on Market Street, walk 3 blocks until you come to the arch across the street. Delaware History Museum is on your left.

MARAC Film Festival **Newark, 8:30 - 10:00**

Join us for some amusing archival films and light refreshments.

Hospitality Suite **Room 914, 9:00**

Saturday, November 9

Registration **7:30 - 11:30**

Breakfast and business meeting
Hoornkill Ballrooom, 8:00 - 9:30

Concurrent sessions **9:45 - 11:15**

S1 Implications of Digital Access **Newport**

This session will focus on how digitizing archival materials creates new challenges to the continuing responsibility of preserving and providing access to textual and visual materials. Steven Puglia will discuss issues relating to the use of digital images for preservation. Cameron Kitchin will report on the Educational Fair Use Guidelines for Digital Images, which are being developed by the Conference on Fair Use (CONFU) Digital Images Group to address the issues associated with providing digital access to visual materials. Diane Ducharme will offer a discussion of how copyright and fair use are affected when textual materials are made available electronically.

Chair: **Anke Voss-Hubbard, Rockefeller Archives**

Speakers: **Diane J. Ducharme, Yale University**
Cameron Kitchin, American Association of Museums
Steven Puglia, National Archives and Records Administration

Visit our Exhibitors and see the latest in Archival Supplies and Technology!

S2 Down the Guided Path: Documenting Women in Religious Collections George Read

Women have played important and sustaining roles in the success of religious movements. This panel will explore identifying women's materials within religious collections and the ways in which archivists are documenting these findings. Kristin Gleeson will examine how a specialized guide can provide researchers with new access points to information on women. Michelle Feller-Kopman will provide an overview of the holdings related to women in the American Jewish Historical Society. Kristen Turner will present a case study about documenting women in collections related to mission work.

Speakers: Kristen D. Turner, United Methodist Church Archives
Divinely Called: Women Missionaries in the United Methodist Tradition

Kristin Gleeson, Department of History, Presbyterian Church (USA)
Bringing Women Out Into the Light: The Importance of Specialized Guides for Uncovering Valuable Resources in the Archives

Michelle Feller-Kopman, American Jewish Historical Society
From (A)rt to (Z)ionism: Women in the Archives of the America Jewish Historical Society

S3 Legacies: Training and Transition in the Archives Thomas McKean

Staff turnover happens as people come and go to meet personal, professional, and institutional needs. New staff members may have to fit in with a larger staff, or may be replacing a "lone arranger." What can you do to help them learn institutional practices and operations, understand institutional culture, and discover those facts about collections and users not in finding aids or reference statistics that make your life easier?

Chair/Speaker: Carol Wojtowicz Smith, Consultant/Mutual Assurance Company

Speakers: Mary Rephlo, National Archives and Records Administration
Internal Archival Training Programs: Planning for Success--the NARA Example

Susan Box, Columbia University Health Sciences Library
On Leaving Well: Succession at Phillips Petroleum Company

S4 From Billy Penn to Billy Yank: Recent Initiatives in the Preservation of Public Records **Caesar Rodney**

This session examines three large-scale preservation projects currently underway in the region. The speakers from the Pennsylvania Historical and Museum Commission will describe the Penn Land Survey Project, a 3-year project to delaminate early land records, many signed by William Penn. The speakers from the New Jersey State Archives will relate solutions for inexpensively processing and microfilming a challenging set of documents, the New Jersey Supreme Court case files, 1710-1844. Cynthia Fox will address the National Archives' creative use of volunteers in preparing the military service records of Union soldiers for microfilming.

Chair/Speaker: **Cynthia G. Fox, National Archives and Records Administration**
A Public-Private Partnership: The Civil War Conservation Corps

Speakers: **Janet Jackson and Gregory J. Gill, New Jersey State Archives**
How to Operate a High-Volume Low-Cost Conservation, Processing and Microfilming Project

Linda A. Ries and Jane Thompson Smith, Pennsylvania Historical and Museum Commission
Undoing Good Deeds: Delaminating William Penn

Break **11:15 - 11:30**

Concurrent Sessions **11:30 - 1:00**

S5 Yours, Mine or Whose?: The SAA Task Force on Intellectual Property **George Read**

In response to recently proposed legislation to revise the Copyright Act of 1976, the Society of American Archivists appointed a five-member task force charged with preparing position papers. A member of the task force will provide an overview of the task force and the resulting position papers. Issues raised by the Copyright Term Extension Act and the National Information Infrastructure Act will be addressed by additional speakers.

Chair/Speaker: **Marisa Keller, The Corcoran Gallery of Art**

Speaker: **Thomas Brown, National Archives and Records Administration**

Chris Meyer, attorney formerly with U.S. Patent and Tradmark Office

S6 Minding Their Business: Discovering Women in American Business **Thomas McKean**

Building on the conference, "Conceptualizing Gender in American Business History" at Hagley on Friday afternoon, this session will focus on primary source material for the study of women in American businesses. Wendy Gamber will introduce the session, emphasizing the need to explore non-traditional sources. Katina Manko will present her work-in-progress on the "Avon Lady." Lynn Catanese will present resources in the Hagley library which document women's roles in American business. Phyllis Steele will present an overview of how the records of one institution document women both as industry employees and as market targets.

Chair/Speaker: Wendy Gamber, Professor of History, Indiana University

Speakers: Lynn Catanese, Hagley Museum and Library
Katina Manko, Graduate Student, University of Delaware
Phyllis E. Steele, The New England Life Insurance Company

S7 The Winding Road: Career Paths of the Archivist **Newport**

As with many professions, job and career choices for the archivist are changing. More archivists are beginning their training in formal university programs rather than on the job. The job market rarely presents opportunities for traditional career paths. The panelists will present their perspectives as student, project archivist, archives administrator, and consultant.

Chair: Ron Becker, Rutgers University

Speakers: Catherine Keim, Rutgers University
Gregory Williams, New Jersey Historical Society
John Fleckner, National Museum of American History
Linda Edgerly, Winthrop Group Incorporated

S8 MARAC Under Glass **Caesar Rodney**

In 1981 MARAC had approximately 400 members. By 1996 membership had increased to nearly 1,200. How has this growth affected the essential nature of MARAC? Have we changed as an organization, and if so, in what ways? What are the missions and goals of MARAC, and how well are we fulfilling these objectives? The Strategic Planning

Committee has recently produced a final draft of recommendations about the future course of MARAC. Bring your questions, opinions, pet peeves and ideas as the audience will be invited to participate.

Moderator: **Frank Burke, University of Maryland**

Speakers: **Fynnette Eaton, MARAC Chair; National Archives and Records Administration**

Jackie Esposito, MARAC Vice-Chair, Meetings Coordinating Committee Chair; Pennsylvania State University

Ben Primer, MARAC Strategic Planning Committee Chair; Princeton University

Additional Useful Information

Parking: Parking in the hotel garage is free for guests registered at the hotel. See MARAC registration desk for reduced-rate parking in garage for those not staying in the hotel.

Arriving by Train: the hotel's courtesy van will pick up and drop off at the Wilmington's AMTRAK station between 7:00 a.m. and 11:00 p.m. Call the hotel (655-0400) when you arrive at the station.

Arriving by Air: shuttle service from the Philadelphia Airport to Wilmington is available. When you get off the plane, go to the Ground Transportation area in the baggage claim. Call either Delaware Express Shuttle or Supershuttle. The shuttle can take you back to the airport when you leave Wilmington, but you must make a reservation.

Playing at Wilmington theaters:

The Playhouse, Hotel duPont, Rodney Square, 1-800-338-0881, within walking distance: *Joseph and the Amazing Technicolor Dreamcoat*, November 7-9.

Grand Opera House, 818 N. Market Street, 1-800-374-7263, within walking distance:
Paco Peña, "Flamenco in Concert," November 7, 8:00 p.m.
"More Country to Come," November 8, 8:00 p.m.
Concerto Soloists Chamber Orchestra of Philadelphia, November 9, 8:00 p.m.

Delaware Theatre Company, 200 Water Street, (302)-594-1100, short drive: *Clarence Darrow*, one-man show with Will Stutts, November 7-9

NMS is the oldest Imaging Solutions provider of its type in America and has just recently celebrated its 25 year anniversary.

NMS was founded in 1971 with the philosophy that servicing the customer's need was paramount. With this continuing thought process NMS has established itself as the premier Document Solutions Provider in America with over 1 million dollars in parts inventory and over 30 factory trained service representatives from CNE's, CNA's, CDIA's, Certified NT specialists, Certified Hardware Technicians and multi-layer board level design and repair experts. NMS offers several levels of support from immediate phone support to 1 hour on site response time all the way to continuous on site personnel to fit any requirement your organization may determine it needs. Added to this staff are over 25 highly trained Sales Executives.

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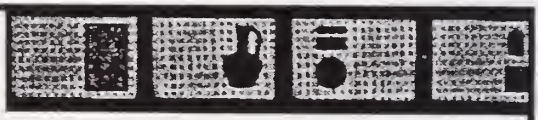

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